

POLICY FORMULATION AND REVIEW

I. Purpose

Developing and revising policies is encouraged to meet the needs of Western Dakota Tech (WDT), students, employees, and WDT's partners in the community. Policy development is a cornerstone of shared governance at WDT and allows for the involvement of all members of the WDT community.

II. General Statement of Policy

- A. The adoption, revision, and repeal of policies is a responsibility of the local governing Board. The WDT Policy Committee shall be responsible for assisting and guiding in the development of policies, reviewing policies, and proposing policies, as needed, or as suggested by faculty, staff, students, industry, the local governing Board, and other constituents.

III. Definitions - None

IV. Reporting Procedures – None

V. Dissemination of Policy and Training

- A. This policy shall appear on the WDT website on the policy webpage.
- B. New employees are informed of the location of WDT policies during new employee orientation.
- C. Employees are notified a minimum of once per year of the location of policies by the VP for Institutional Effectiveness and Student Success.

Legal References: None

Board Approved 3/19/2018; Committee Reviewed 10/25/2019; Committee Reviewed 8/5/2020